

Application to alter, rebuild or change the premises

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

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| <div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p>Office use only</p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> </div> <p>Fees: To find out the current application fee go to www.olgr.qld.gov.au</p> | <p>Instructions Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, visit our website www.olgr.qld.gov.au or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement – please read OLGR is collecting the information on this form to assess your application to alter, rebuild or change the premises. This information is authorised by section 105 of the <i>Liquor Act 1992</i>. This information will only be accessed by authorised employees within the department. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the <i>Liquor Act 1992</i>. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p>Warning False or misleading statements will attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of licence.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p> |
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Part A – Requirements

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| | <p>This form must be completed when you wish to alter, rebuild or change your licensed premises through structural work or refurbishment.</p> <p>Note: if the licensed area of your premises will change on your licence document then Form 24, 'Application to change the licensed area' will need to be completed instead.</p> |
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Part B – Details

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| <p>Section 1 Licensee details</p> | <p>Licensee (as shown on licence document)</p> <p>.....</p> <p>Premises name</p> <p>Premises address</p> <p>Locality/suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone..... Fax.....</p> <p>Mobile..... Email.....</p> |
| <p>Section 2 Liquor licence no.</p> | <p>Liquor licence no. (as shown on licence document)</p> |
| <p>Section 3 Adult entertainment</p> | <p>Are the premises subject to an adult entertainment permit?</p> <p><input type="checkbox"/> No – go to Section 4</p> <p><input type="checkbox"/> Yes – what is the permit no.?</p> |
| <p>Section 4 Cease of trading</p> | <p>Will the premises cease trading during the alteration, rebuilding or change?</p> <p><input type="checkbox"/> No – go to Section 5</p> <p><input type="checkbox"/> Yes – for what period?</p> |

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| <p>Section 5</p> <p>Alteration, rebuilding or change details</p> | <p>What alteration, rebuilding or change is taking place? (e.g. building new function room, refurbishing dining area)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p>Section 6</p> <p>Proposed dates</p> | <p>What are the proposed dates for:</p> <ul style="list-style-type: none"> • Commencement? <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> • Completion? <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <p>Section 7</p> <p>Cost of work</p> | <p>What is the estimated cost of the work?</p> <p>.....</p> |
| <p>Section 8</p> <p>Documentation to be lodged with application</p> | <p>You must lodge the following documents with this application:</p> <ol style="list-style-type: none"> Two 1:100 scale layout plans showing the proposed alteration, rebuilding or changes; and Site plan, showing the location of the existing and new licensed areas on the site, and the neighbouring premises relative to the licensed area; and [if premises is being rebuilt] Site plan, evidencing the premises will be rebuilt on the same licensed area <p>Are these documents attached?</p> <p><input type="checkbox"/> No – do not lodge this application until they are available and attached</p> <p><input type="checkbox"/> Yes – go to Section 9</p> |
| <p>Section 9</p> <p>Real property details</p> | <p>Does this application relate to the addition of an area or refurbishment of an area to be used for amplified entertainment?</p> <p><input type="checkbox"/> No – go to Section 10</p> <p><input type="checkbox"/> Yes – you may be required to provide an acoustic report prepared by a qualified sound engineer, and will be advised further in this regard</p> |
| <p>Section 10</p> <p>Local authority development decision notice</p> | <p>Does this application relate to the addition of an area subject to a local authority development decision notice?</p> <p><input type="checkbox"/> No – go to Section 12</p> <p><input type="checkbox"/> Yes – go to Section 11</p> |
| <p>Section 11</p> <p>Local authority development decision notice documentation</p> | <p>You must submit a copy of the local authority development decision notice and any attached conditions. Are these items attached?</p> <p><input type="checkbox"/> No – this application cannot be finalised until they are lodged</p> <p><input type="checkbox"/> Yes – go to Section 12</p> |

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| <p>Section 12</p> <p>Documentation to be lodged on completion of work to premises</p> | <p>Once the application has been approved subject to receipt of certificates, the work may commence. No trading may take place in any new or refurbished area until the following documents are lodged on completion of the work:</p> <p><input type="checkbox"/> Certificate of classification from the local authority or a private certifier</p> <p><input type="checkbox"/> Form 26 'Statement of completed works'</p> <p><input type="checkbox"/> Letter of clearance from the Queensland Fire and Rescue Service</p> <p><input type="checkbox"/> Letter of clearance issued by the local authority under the Food Regulation 2006 for the renovation work being undertaken</p> |
| <p>Section 13</p> <p>New area to licensed area</p> | <p>Will the work add a new area to the licensed area?</p> <p><input type="checkbox"/> No – go to Section 18</p> <p><input type="checkbox"/> Yes – go to Section 14</p> |
| <p>Section 14</p> <p>New area details</p> | <p>Does the new area have a different real property description to that of the existing licensed area?</p> <p><input type="checkbox"/> No – go to Section 15</p> <p><input type="checkbox"/> Yes – please provide details</p> <p>.....</p> |
| <p>Section 15</p> <p>Tenure or right to occupy status</p> | <p>What tenure or right to occupy does the licensee have over the new area?</p> <p><input type="checkbox"/> Owner of freehold</p> <p><input type="checkbox"/> Lessee of premises</p> <p><input type="checkbox"/> Department of Environment and Resource Management lease</p> <p><input type="checkbox"/> Other – please specify.....</p> <p>.....</p> |
| <p>Section 16</p> <p>Landlord of new area</p> | <p>Is the owner of freehold of the new area the same as the landlord of the existing licensed area?</p> <p><input type="checkbox"/> No – go to Section 17</p> <p><input type="checkbox"/> Yes – go to Section 18</p> |
| <p>Section 17</p> <p>Consent of freehold owner of new area</p> | <p>As landlord of the new area described in this form, I consent to this application.</p> <p>Name</p> <p>Signature.....</p> <p>Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p> |
| <p>Section 18</p> <p>Consent of freehold owner of existing area</p> | <p>As landlord of the freehold of the existing licensed area, I consent to this application.</p> <p>Name</p> <p>Signature.....</p> <p>Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p> |

Section 19

Signature of licensee

I acknowledge that this application cannot be finalised until the work described in this form is complete and I have lodged the items at **Section 12**. No trading may take place in any new area until final approval is granted.

Name

Signature.....

Date / /
D D M M Y Y Y Y

Part C – Lodgement and fee payment

Payment details

Lodging applications

Please lodge the completed application, any supporting documentation and fees at OLGR at the address below or any OLGR office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mount Isa, Townsville or Cairns. Call 13 QGOV (13 74 68) for addresses or visit our website www.olgr.qld.gov.au

By mail: Office of Liquor and Gaming Regulation
Locked Bag 180
City East Qld 4002

In person: Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
Brisbane Qld 4000

Payment type:

- Money order
 Cheque – make cheque payable to Office of Liquor and Gaming Regulation
 Credit card – charge my:

Mastercard VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date

Signature

A receipt will not be issued unless specifically requested.